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From: Nassif, Julianne (DPH) <Julianne.Nassif@state.ma.us>
Sent: Monday, April 04, 2011 9:31 PM
To: Clemmer, Jill (DPH); hanchett, jim; Jacobsen, Patricia (DPH); Jenner, Jennifer (DPH); O'Brien, Elisabeth (DPH); pete kane; peter piro; Rubin, Alan (DPH); Salemi, Charles (DPH); Servizio, Paul (DPH)
Subject: FW: FY2011 Encumbrance Deadline
Attachments: Encumbrance Deadline FY2011.doc

See FY 11 ordering deadlines below

From: Connolly, Grace (DPH)
Sent: Monday, April 04, 2011 10:07 AM
To: McGuire, Thomas M (DPH); Danforth, Deborah (DPH); Beurs, Eva (DPH); Walsh, Paul (DPH); Fausett, Gary (DPH)
Cc: Caloggero, Dina (DPH); Smole, Sandra (DPH); Han, Linda (DPH); Nassif, Julianne (DPH)
Subject: FW: FY2011 Encumbrance Deadline

FYI

From: Bergstrom, Jim (DPH)
Sent: Monday, April 04, 2011 9:39 AM
To: Aims, Russell (MED); Alves, Candida (DPH); Amaral, AnnMarie (DPH); Andrew, Beverly (DPH); Barry, Elizabeth (DPH); Bernard, Cheryl (DPH); Bodendorf, Christina (DPH); Bombara, Paul (DPH); Butt, Ellen (DPH); Calvagna, Patricia (DPH); Carr, Bob (DPH); Carson, Susan (MED); Cheney, Sally (DPH); Connolly, Grace (DPH); Connolly, Marc (DPH); Davis, Pam (DPH); Dean, Bob (DPH); Devin, Brian (DPH); DiMartino, Paulette (DPH); DiPalma, Maureen (DPH); Donovan, Mike (DPH); Dunn, Ceci (DPH); Faiella, Sheila (DPH); Farina, Irene (DPH); Grasso, Carol (DPH); Guilford, Pam (DPH); Guilfoyle, Jane (DPH); Hawthorne, Dean D (DPH); Hyde, Marla (DPH); Kopec, Leo (DPH); Lewicki, Mitch (DPH); MacCurtain, Heidi (DPH); MacLennan, Carol (DPH); McCue, Terry (DPH); McGuire, Thomas M (DPH); Messenger, Kathy (DPH); Moradi, Lorraine (DPH); Porter, Sharon (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Remondi, Sheila (DPH); Saia-Houlihan, Barbara (MED); Seymour, Robert (DPH); Swihart, Sally (DPH); Tallman, Derrick (DPH); Whiteman, Chuck (DPH); Wilson, Edward (DPH)
Cc: Foltz, Carol (DPH); Gustus, Toni (DPH); Casaletto, Linda (DPH); Chan, Cynthia (DPH); Cheung, Sarah (DPH); Coscia, Donna (DPH); DiGiacomo, Sandra (DPH); ElKamouss, Nadia (DPH); Eyo, Abasi (DPH); Gu, Jane (DPH); Harvey, David (DPH); Meena, Dan (DPH); Mui, Lisa (DPH); Oubaha, Fatima (DPH); Pillsbury, Helen (DPH); Pryme, Corine (DPH); Rivers, Pat (DPH); Akinbuli, FA (DPH); Beaulieu, Agnes (DPH); Collins, Debora (DPH); Kajubi, Kato (DPH); Lambert, Debra (DPH); MacAllister, Doug (DPH); Singh, Renu (DPH); Wang, Ying (DPH); Benham, Ron (DPH); Botticelli, Michael (DPH); Clark, Mary (DPH); Condon, Suzanne (DPH); Cranston, Kevin (DPH); Epstein, Andy (DPH); Han, Linda (DPH); Levin, Donna (DPH); Mullen, Jewel (DPH); Okeefe, Jerry (DPH); Riley, Stancel (MED); ValdesLupi, Monica (DPH)
Subject: FY2011 Encumbrance Deadline

Hi All –

Please find the attached memo from Mike Esmond, Budget Director, EOAF. The memo contains very specific timelines and guidance around FY 2011 encumbrance activity. Of special note is the **FY 11 encumbrance deadline date of May 13th, 2011**. Although there may be circumstances in which the Department may need to process an encumbrance after May 13th, given the current state fiscal situation, the Budget Office will not be submitting any late encumbrances for approval. As in previous years this deadline date only applies to state budgeted accounts and encumbrances in excess of \$25,000 but, we strongly recommended that you use this deadline date for all encumbrances and account types. (Please note in the attached memo ANF is requesting that departments conclude all encumbering activity using all transactions by June 11th). Also, for those that process transactions through the **Central Accounting Office we are requesting that final encumbrance activity be submitted to Accounting by May 6th, 2010** so that we may meet the May 13th deadline.

We appreciate your help and support as we begin preparation for the 2011/2012 Close Open season and we will be sharing more information with you once it is available. However, in the meantime if you have questions please do not hesitate in contacting the Accounting Office. Please share this information with your staff as you deem appropriate.

Thanks,

Jim